

SUBJECT GROUP 5500-5599 SECURITY

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SUBGROUP 5560 - TRAFFIC CONTROL AND PARKING

5560.1 Traffic Control and Parking. This section contains general guidance concerning traffic and parking regulations. Specific guidance for each naval installation within the Hampton Roads area is promulgated by the cognizant installation commanding officer.

a. Traffic and parking regulations. These regulations are applicable to all personnel operating a motor vehicle on installations within Hampton Roads Area of Responsibility.

b. Enforcement of traffic and parking regulations is a function limited to each installation's Security Department and formally assigned supporting personnel.

c. Regulations Governing the Operation of a Motor Vehicle on a Naval Installation. Access to a naval installation via a motor vehicle is restricted to authorized personnel. Specific requirements and procedures concerning access may be obtained from guidance issued by installation commanding officers of the various installations within the Hampton Roads area.

d. Policy concerning DUI, Vehicular Manslaughter, Hit and Run Resulting in Personal Injury. Violations of traffic and parking regulations will result in administrative action against violators. Exceptions are DUI, Vehicular Manslaughter, and Hit and Run resulting in personal injury. Specific guidance regarding DUI violations is contained in OPNAVINST 5350.4 series. Specific guidance regarding vehicular manslaughter and hit and run resulting in personal injury may be obtained from the installation CDO, Officer of the Day, or Security Department.

e. Fire Lane Restrictions. Fire lanes are the cordoned-off areas of any paved parking lot in which there is not a marked parking space such as the driving lane between aisles: the space bordered in yellow by white or yellow diagonal lines through a space: or space marked by a "No Parking, Fire Lane" sign. All violators will be ticketed and towed immediately.

f. Railroad Track Restrictions. Parking within five feet of a railroad track is prohibited. If the train engineer estimates that the train cannot proceed past a vehicle, the vehicle will be ticketed and towed immediately. Railroad tracks will not be assumed to be "dead" or unused.

g. Government Housing. Specific residential areas on the various Naval installations in the Hampton Roads Area are designated as restricted areas and, as such, are limited to residents and bona fide

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guests. All pedestrian and vehicular traffic must comply with posted "off limits" signs.

h. Towing. Towing is the responsibility of the installation Security Department. Towing is not intended to be a punitive action; rather it is the most expedient method of getting a work area or reserved space cleared, or an abandoned vehicle moved. In the event a vehicle is towed, the owner can reclaim the vehicle by contacting the respective installation Security Department and will pay the towing fee to the firm responsible for towing.

i. Long-term/Impound Parking Lots. The Navy Exchange operates various long-term parking lots on Hampton Roads area Naval installations, which are available to any authorized Navy Exchange patron. Vehicles may be stored for an unlimited time period at a periodic rate. For more information contact the Navy Resale Activity. Vehicles used in the commission of a federal or state violation will be held in an impound lot which is controlled by installation Security Departments. Questions concerning towing must be directed to the servicing installation Security Department.

j. Parking Control. Aboard Hampton Roads Area installations, control of parking is delegated to commanding officers of the various naval activities in the Hampton Roads area. As a general rule, no more than ten percent of the parking spaces should be reserved for specific individuals. General parking should be used to the maximum extent practicable. Preferential deference to car/van pool participants is encouraged. Establishment and control of general parking areas utilized by more than one command will also be coordinated by the host installation commanding officer's designated representative.

k. Fleet Parking. Fleet personnel are the primary users of parking aboard the installations. Cars may be left in fleet parking lots for up to two weeks during short underway periods. Long-term parking is available through the Navy Exchange. As a general rule, parking lots will be marked as follows:

- (1) A blue and white sign designates officer parking lots.
- (2) A yellow and white sign designates chief petty officer parking lots.
- (3) A red and white sign designates enlisted parking lots.
- (4) Green and white signs designate motorcycle parking lots. Motorcycle lots are for all pay grades and have 14-day limits. Motorcycles will not be parked on sidewalks or within four feet of any building due to fire safety exit reasons.

5560.2 Pier SOPA Traffic Responsibilities

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a. Pier SOPAs shall comply with the authorized pier parking allocation as annotated below. In the interest of pier and ship security, Pier SOPAs may use less than their respective pier parking allocations. Since each pier's limitations are unique, the type and number of spaces that may be reserved on piers are addressed specifically below. All vehicles must be removed from the pier prior to ship departure, including official vehicles. An appropriate portable sign that will be removed when the respective ship departs must mark all reserved spaces, regardless of location. Reserved fleet parking spaces on piers and/or in officer parking lots shall only be authorized for commanding officer, executive officer, and department heads in the rank of Lieutenant Commander and above, command master chiefs, and sailors of the year. Embarked squadrons or group staffs may reserve spaces for the commander, chief of staff, and staff officers in the rank of Lieutenant Commander or above, and command master chief. When adequate spaces are not available on the pier, spaces may be reserved in the nearest officer parking lot as follows:

(1) Spaces for inspection teams or assist teams may be reserved in the nearest chief's lot if space is available.

(2) Service representatives, technicians, contractors, vendors, salesmen, civilian employees, and civilian visitors may park in the nearest enlisted parking lot, or in site specific areas as specified below.

(3) Official government vehicles, officers' vehicles and chief petty officers' (CPO) vehicles may be parked for overflow parking in red lots only (yellow lots (CPO) may be used as overflow parking for officers).

(a) NAVSTA Norfolk Fleet Parking

1. Parking on Piers 11 and 12 is allowed between the 200 and 1250 foot marks as follows:

a. CVs and large combatants may reserve 20 spaces for ship's company (to include spaces for government vehicles).

b. Small combatants and auxiliaries may reserve 10 spaces (to include spaces for government vehicles).

c. CVs and large combatants and auxiliaries may reserve 5 spaces for each embarked staff.

d. CVs may reserve 10 spaces for each embarked air wing.

2. Parking on Pier 10 is allowed between 200 and 1200 foot marks. Each ship may reserve the following spaces:

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a. Each ship may reserve five spaces on the pier (to include spaces for government vehicles).

b. COMSECONDFLT may reserve six spaces on the pier and additional spaces in the nearest officers' parking lots.

3. Parking on Pier 7 is allowed between the 175 and 1175 foot marks as follows:

a. Large combatants and auxiliaries may reserve 7 spaces for ship's company (to include spaces for government vehicles).

b. Large combatants and auxiliaries may reserve five spaces for each embarked staff.

c. Large combatants may reserve three spaces for each embarked air squadron.

d. Small combatants may reserve five spaces for ship's company (to include spaces for government vehicles).

4. Parking on Pier 5 is allowed between the 75 and 1225 foot marks as follows:

a. Five spaces for ship's company (to include spaces for government vehicles).

b. Five spaces for embarked staff.

5. Parking on Piers 2, 3 and 4 is allowed for government vehicles only. Each ship may reserve the following spaces:

a. Each ship may reserve two spaces on the pier for CO and government vehicles only, with keys available at the quarterdeck.

b. Two spaces may be reserved on the seawall for XO and Command Master Chief.

c. One space for each department head, Lieutenant Commander and above, may be reserved in the nearest officers' parking lot.

d. Five spaces for each embarked staff in the nearest officers' parking lot.

6. Parking on Pier 25 is allowed between the 125 and 1275 foot marks as follows:

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a. Five spaces for ship's company (to include spaces for government vehicles).

b. Five spaces for each embarked staff.

7. Parking on Pier 24 is allowed between the 150 and 1275 foot marks as follows:

a. Five spaces for ship's company (to include spaces for government vehicles).

b. Five spaces for each embarked staff.

8. AFDM-10 may reserve the following spaces on Pier 24T:

a. Five spaces adjacent to berth for AFDM-10 personnel (to include spaces for government vehicles).

b. Five spaces adjacent to berth for personnel of ship in drydock.

c. Additional requirements may be reserved in the nearest officers' parking lot not to exceed four spaces.

d. One space for each department head, Lieutenant Commander and above, may be reserved in the nearest officers' parking lot.

9. Parking on Piers 20, 21, 22 and 23 is restricted to government vehicles only.

a. Each ship may reserve 3 spaces on the pier for CO and government vehicles only, with keys available at the quarterdeck.

b. Two spaces may be reserved on the seawall for XO and Command Master Chief.

c. Five spaces may be reserved on seawall area for embarked staff.

d. One space for each department head, Lieutenant Commander and above, may be reserved in the nearest officers' parking lot.

10. Finger pier area between Pier 10 and Pier 7 is utilized by service craft personnel as follows:

a. Thirty spaces are reserved for service craft personnel.

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b. Remaining spaces inside fenced area are officers' parking.

c. No parking is allowed on quay wall side of area.

(b) NAVPHIBASE Little Creek Fleet Parking

1. Parking area adjacent to Piers 3 through 8:

a. Front line parking is reserved for officers, craftmasters and official vehicles only.

b. All other areas are designated open parking.

2. Parking in areas adjacent to Piers 11 through 19 and Piers 56 through 58:

a. Front line parking is reserved for officers.

b. Second line parking is reserved for officers and chief petty officers.

c. All other areas are designated open parking.

3. Parking in areas adjacent to quay wall and quay wall dogleg:

a. Front line parking is reserved for officers and official vehicles only.

b. Second line parking is reserved for officers and chief petty officers.

c. All other areas are designated open parking.

4. Parking signs are authorized for commanding officers, executive officers and command master chiefs only. Parking signs are authorized for SOY/SOQ; however, these will be designated from command allotted spaces.

5. General regulations for parking adjacent to or on NAVPHIBASE Little Creek:

a. No vehicles shall park within 20 feet of any fire hydrant.

b. Vehicles parked in front lines must not protrude onto a concrete or paved roadway.

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c. No vehicle shall park within 25 feet of a dumpster or an electrical sub-station.

d. Vehicles will be parked perpendicular to the pier head within designated spaces when so marked.

e. Vehicles shall display a current DOD decal or visitor's pass. Official vehicles shall display identification of the unit to which assigned.

f. No vehicle will be parked in areas adjacent to piers for a period in excess of 72 hours. NAVPHIBASE Little Creek provides vehicle storage for deployed units in an enclosed lot adjacent to Barnum Hall, Building 1602.

g. Official vehicles may go on the piers for loading/unloading of cargo and passengers provided that a driver remains in the vehicle. Private vehicles are permitted on the piers with an approved pier pass only.

h. Vehicles shall not park on the piers except for loading/unloading of equipment as approved by NAVPHIBASE Little Creek Port Operations.

(c) NAVSHIPYD Norfolk Fleet Parking. Ships entering the Shipyard for work will be briefed upon arrival by Parking Control and will be provided with a copy of NAVSHIPYDNORINST 5530.1 Series.

(d) WPNSTA Yorktown Fleet Parking

1. Weapons loading pier

a. Official vehicles only are allowed on the pier. All vehicles must be turned in and removed from pier prior ship's departure.

b. Parking lots adjacent to the pier are open parking; no reserved spaces for ships.

2. Cheatham Annex pier

a. A total of 18 vehicles are allowed on the pier, as allocated among ships in port by WPNSTA Yorktown Port Operations. All vehicles must be removed from the pier prior to ship's departure.

b. Parking lot adjacent to the pier is open parking; no reserved spaces for ships.

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5560.3 Pier Security. This section outlines basic responsibilities for ships berthed at piers located within Hampton Roads Area. SOPA (Admin) Hampton Roads as deemed necessary will implement additional pier security measures.

a. Access control. Sentries, posted on all installations piers/wharves, with the exception of NAVSHIPYD Norfolk, will control access to piers during routine day to day operations. At a minimum:

(1) Any pier with a U.S. Navy ship present shall post a pier sentry continuously, 24 hours a day/7 days a week.

(2) Piers with two gates, accommodating multiple ships, will have two sentries; one controlling egress and the other, ingress.

(3) Additional sentries and patrols may be assigned by either SOPA Hampton Roads, Subarea SOPA or Pier SOPA, as circumstances warrant.

(4) Sentries will be inspection ready in the uniform of the day. They will be equipped with a duty belt with baton, whistle, and flashlight (during hours of darkness). Each will have either telephone or radio communication capability and quarterdeck phone numbers of all ships berthed at the pier. Hand held radios (supplied by the ships) will be used to communicate with the quarterdecks and permanently mounted radios in all guard shacks will be used to communicate with emergency dispatch centers and any pier guard shack at the respective installation only. Alternatively, when equipped and during heightened personal threat, pier sentries will be able to use the duress alarm to notify ECC. Pier SOPA will assign and coordinate pier sentry duties.

(5) Pier SOPA will not require pier sentries from foreign visiting ships. Personnel from the foreign ships may assist sentries. If the host ship is berthed at a pier other than that of the foreign ship, she will also provide pier sentries on behalf of the foreign ship.

(6) Pier sentries will routinely view contents of commercial trucks/vans, vendors, and contractor vehicles requiring access to the pier in order to ensure that no unauthorized items, e.g., explosives, weapons, or personnel, are admitted to the pier. These vehicles will be allowed to park on the pier for loading or offloading only, after which they must be moved from the pier. If the sentry notes any activity or item of a suspicious nature, he will immediately detain the vehicle/ driver and contact the installation Base Police.

b. Access Qualifications

(1) A photo ID is required for pier access.

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(2) No POVs will be allowed on the piers unless they display a placard for reserved parking on that pier. Parking will not encroach on the traffic flow around the barriers.

(3) Visitors to the open house ship will be allowed on the pier. Such visitors will be channeled directly to the ship being visited when feasible.

(4) Personnel attached to foreign naval vessels berthed in Hampton Roads will be allowed on the pier without escort provided they present a valid identification card similar to the sample card previously provided to Pier SOPA by the foreign naval vessel. Personnel not meeting this requirement will require an escort who will present a valid ID from the vessel in question or its host ship.

(5) Civilian personnel assigned to U.S. merchant, USNS, or NOAA vessels berthed at piers in Hampton Roads will be admitted to the pier without escort provided their names appear on the roster provided by the ship and they possess proper identification. Personnel not meeting this requirement will require an escort from the vessel.

5560.4 Instructions to Pier Sentries

a. The pier sentry will physically remain in the immediate vicinity of the guardhouse and will report any unusual occurrences within sight or hearing to Pier SOPA.

b. Pier sentry communications with ships at that pier is by walkie-talkie. Pier SOPA establishes the means for and policies of sentry communications between the pier sentry and ships at the pier.

c. The sentry will notify the Pier SOPA for assistance in removing any vehicle that fails to depart the pier promptly after off-loading equipment/supplies etc.

d. Any person attempting to gain access to the pier without a valid identification card will be detained and the Pier SOPA will be contacted for assistance.

e. If an identification card appears altered (i.e., strike over, white out, or mutilated so that the picture is not viewable or can be removed), it is not valid. The sentry will detain any person without a valid ID, inform that person's command and request an escort.

f. **All personnel** will present a valid identification card to the sentry. The sentry will verify that the picture on the card is the person presenting it and that the expiration date on the card has not lapsed. If there is any doubt regarding the person's identification, the sentry will detain that person and request someone from their command come and verify the individual's identification.

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g. Uniformed Flag/General Officers will be allowed access to the pier without checking their identification. If in civilian attire, pier sentries will request to see an ID.

h. Civilian personnel requesting access to the pier will normally present either an Optional Form 55, General Access Pass, Military Sealift Command I.D. Card, U.S. Merchant Mariner's Document (commonly called a "Z" card), or a Supervisor of Ship Building identification card or badge. Other U.S. Government identification cards may be presented. All ID's must have a photo. If the ID does not contain a photo, the pier sentry will notify the ship to whom the person wishes to visit and request guidance.

i. Standing Orders of the Pier Sentry:

DUTY TITLE: Pier Sentry

NAME:

DATE:

CALL SIGN:

LOCATION: Within 15 feet of the access control gatehouse at the foot of the assigned pier.

COMMUNICATIONS: Pier sentry communications is the responsibility of the pier SOPA.

SPECIAL INSTRUCTIONS:

1. You will be in the uniform of the day and well groomed. Your watch is to be regarded a military duty and will be stood in a smart, seaman-like manner, observing all standards of military courtesy. You will be equipped with a duty belt containing a nightstick, whistle, and flashlight (during hours of darkness).
2. You will stand your watch within the immediate vicinity of the guardhouse and will report any unusual occurrences within sight or hearing to the senior ship's quarterdeck. Upon assuming your watch you will check the telephone (if available in the guardhouse) and radio to ensure it is working properly. Report any discrepancies to the senior ship quarterdeck. Receipt in the Log Record Book for the equipment provided for your use.
3. All personnel, including military, civilians, and foreign military must present a valid identification card which contains their photograph for unescorted access to the pier. Flag/General Officers in uniform will be allowed access to the pier without checking identification.
4. Identification cards that appeared altered, i.e., strikeovers, whiteout, etc., or mutilated so that the picture is not viewable or can be removed, are not valid. Persons attempting to gain access to your pier without a valid identification card will be detained and the Pier SOPA quarterdeck will be contacted for assistance. If a person

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reports that their identification card has been lost/stolen, or left at home, and requires access to your pier, you will detain the person and inform the person's ship and request that they provide an escort.

5. The senior ship at the pier will notify you if any ship at the pier is opened for general visiting in conjunction with Operation Homeport. Visitors will be allowed access to the pier without showing identification and directed to the ship opened for general visiting.

6. When foreign naval vessels are berthed at your pier, you will be provided a copy of their identification card. Persons presenting this type of identification will be allowed access to the pier. Non-U.S. personnel not meeting this requirement will require an escort from the foreign vessel or its host ship.

7. U.S. commercial ships berthed at your pier will provide a listing of personnel onboard the ship for your use. Personnel onboard these ships will be allowed access to your pier provided their name appears on the listing and they have identification that you can use to verify their identify.

8. Civilian personnel requesting access to your pier will normally present either an Optional Form 55, General Access Pass, Military Sealift Command I.D. Card, U.S. Merchant Marine's Document (commonly called a "Z" card), or a Supervisor of Ship Building identification card or badge. Other U.S. Government identification cards may be presented. All identification cards must have a photo. If the picture on the card is of the person presenting it, and the expiration date on the card or pass has not lapsed, you will allow them access to your pier. If there is any doubt regarding the person's identification, you will contact the quarterdeck of the ship the person wants to visit and request their guidance on access. A person in this category requires an escort.

9. Family members of crewmen of ships berthed at your pier will be granted access to the pier providing those above 10 years of age have a current identification card.

10. You will view the contents of commercial trucks/vans, vendors, and contractor vehicles to ensure that no unauthorized items, e.g., explosives, weapons, or personnel are onboard. If any of the above are found, detain the vehicle and request Base Police assistance through your quarterdeck. A photo I.D. is required for the above category of persons before you can grant them access to your pier. These vehicles will be allowed to park on your pier for loading and unloading only, after which they must be removed from the pier.

11. Privately owned vehicles will not be allowed on your pier unless they have a reserved parking placard for that pier. Vehicle parking will not be allowed to encroach on the traffic flow around the barriers.

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12. In the event of an emergent situation that requires immediate notification for security and/or police response, the pier sentry will activate the installed duress alarm located within the sentry house. This activation will alert police communication centers to dispatch security/police forces. As new verbal communication systems are installed in pier sentry houses, these devices will be used in concert with the duress system to announce the emergent situation to communication centers and other pier sentries.

Special Equipment: During periods of increased security readiness, or when directed by COMNAVREG MIDLANT, you will be required to be armed with a pistol and ammunition from your ship's armory. You must be certified by your command as qualified to carry a weapon. You will only remove the pistol from its holster to protect your life or the lives of others.